

Memorandum

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CONFIDENTIAL

TO : Chief/Intelligence School

DATE: 1 March 1965

FROM : Management Training Faculty/IS

SUBJECT: Biweekly Activities Report No. 4
15 - 26 February 1965

EXECUTIVE SEMINAR

A Suggested Outline for Comments on the Executive Seminar was forwarded to all participants on 23 February with a request that the critiques be forwarded directly to Mr. Kirkpatrick with a copy to DTR. A deadline of 5 March was indicated.

PILOT PROJECT

25X1A

With the cooperation of Mr. [REDACTED] Executive Officer for the Office of Finance, the administrative details for the first segment of the Pilot Project have been completed. Present plans call for [REDACTED] to join the MTF at [REDACTED] on 4 March to conduct this first segment through 8 March.

25X1A

25X1A

MANAGEMENT #88

Management #88 commenced on 28 March at [REDACTED] with twenty-seven participants: 14 - DD/S; 4 - DD/I; 8 - DD/P; 1 - O/DCI.

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Messrs. [REDACTED] departed for [REDACTED] on 28 February and will be conducting the Management Course at that location until noon on 4 March.

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NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: _____

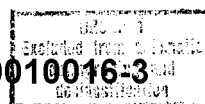
AUTH: HR 70-2

DATE: 26-1-82

REVIEWER: [REDACTED]

CONFIDENTIAL

~~SECRET~~



Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 16 February 1965

FROM : Chief, Intelligence School

SUBJECT: Biweekly Activities Report No. 4
1 - 12 February 1965

1. On 9 February Chief IS lectured to 77 officers in the Career Course at Fort Holabird. The 90-minute lecture on "The Nature and Significance of Strategic Intelligence" was followed by a 20-minute question-and-answer period.

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2. On 10 February Chief IS interviewed [REDACTED] of the DDS&T Area. Later [REDACTED] met with [REDACTED]. No firm commitment was made in these meetings and we are now awaiting [REDACTED]'s decision on accepting a rotational tour of duty in OTR.

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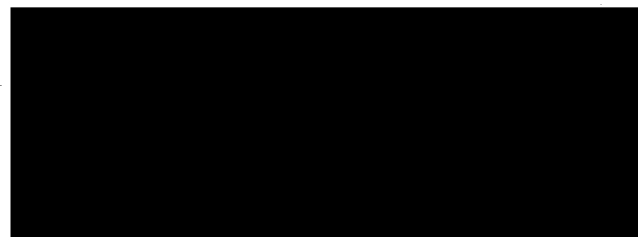
25X1A

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3. Apparently [REDACTED] has not yet reached a decision about accepting an assignment to the Intelligence School. It is our understanding, however, that there is no pressure for an early decision and we are making our instructor assignment plans accordingly flexible.

4. Mr. Kirkpatrick has been invited to address the March JOT class on the opening day of the Introduction to Intelligence Course. Mr. Kirkpatrick's talk will be a regular feature of JOT 10 hereafter.

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DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S *Ch 12*
NEXT REVIEW DATE: _____
AUTH: HB 70-2
DATE: *26-1-82* REVIEWER: *056/99*

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15 February 1965

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT: Biweekly Activities Report #4
1 February - 12 February 1965

BRIEFINGS OF CIA PERSONNEL

25X1A

1. CIA Introduction: On 1 February, I gave the EOD briefing for 15 persons, and on 8 February, [REDACTED] presented the briefing for 23 persons.

2. CIA Review: On 9 February, this briefing was given by [REDACTED] 25X1A for 29 returnees from overseas.

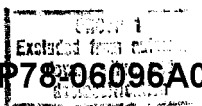
BRIEFINGS OF U.S. GOVERNMENT GROUPS

1. NIS: On Wednesday, 3 February, I gave a 20-minute overview of the organization of the CIA for the students of the 17th Session of the National Interdepartmental Seminar. It is a bit difficult to cover both functions and organization in this brief period of time, but apparently, from the questions that were asked from the floor, I had some success in doing this.

2. AID: On 5 February, I briefed 44 students attending the current AID Overseas Orientation course. As usual, these groups are most interested in what we have to say, and I found it a very interesting briefing to give.

3. Ft. Holabird: On 8 February, I went to Fort Holabird to give a briefing on the Intelligence Community and the National Security Council to a group of some 75 officers attending the Military Intelligence Officer Career Course. At that time, I discussed with Colonel [REDACTED] 25X1A Assistant Commandant of the school, the fact that these officers should have had the CIA Organization and Functions briefing first and the National Security and Intelligence briefing last. As it is now, they will receive a great many details on the Agency from various speakers and then I will go back on the 4th of March, the last CIA lecture of the course, and give them a briefing on the organization and functions. In the future, the order of these lectures will be reversed.

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SUBJECT: Biweekly Activities Report #4

4. USEFUL: On 9 February, I briefed the military officers participating in Project USEFUL on the National Security and the Intelligence Community.

5. Law Enforcement Assn: On 10 February, I briefed the Federal Law Enforcement Association, a group of over 100 individuals who meet once a month. They are security officers and law enforcement officers from every agency in the Federal Government and in the District Government, as well. I gave them a light, after-dinner type of presentation on Intelligence and the National Security. I was sponsored by the Office of Security [REDACTED]

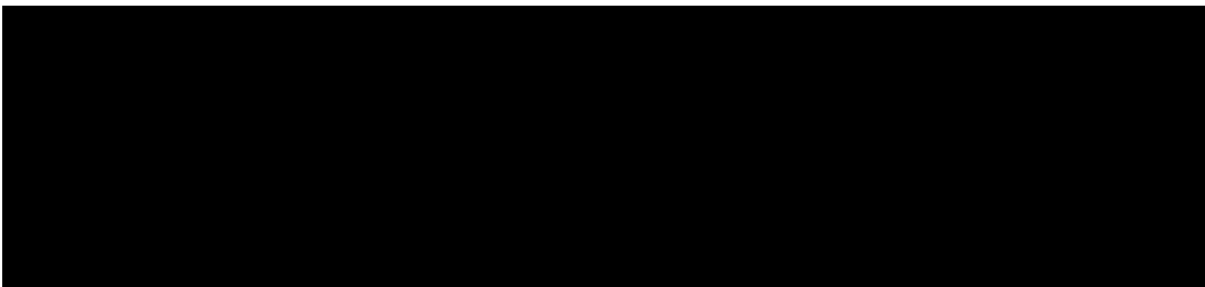
25X1A

BRIEFING OF U.S. GOVERNMENT OFFICIALS

On 10 February, I briefed two Secret Service men who are on the research detail for presidential trips. They are spending a good deal of time in the Agency doing research on different areas in which the President is planning to travel and needed a briefing on our general organization and functions.

BRIEFING OF FOREIGN OFFICIALS

25X1C



MISCELLANEOUS

1. Because of personal difficulties, the illness of my wife, I was unable to go to Ft. Devens, Mass. to speak to the students at the U.S. Army Security Agency Training Center and School on 11 February. This trip was taken by [REDACTED] who, I understand, had a very successful briefing at that time.

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W 2. The Overseas Orientation was held on a trial basis on 2 and 3 February. A separate report is now being written which will include our observations on the conduct of this two-day briefing session as well as certain suggestions for its improvement in the future.

[REDACTED] Orientation & Briefing Officer

25X1A

Approved For Release 2000/06/06 : CIA-RDP78-06096A000100010016-3
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 15 February 1965

FROM : Chief, Orientation Faculty

SUBJECT: Biweekly Activities Report No. 4
1 - 12 February 1965

1. Intelligence Orientation

a. I.O. #75 ended on 5 February. Despite the fact that this course was marked with a high degree of absenteeism, due to "executive flu" and its variations, exam results were not seriously affected. An EXCELLENT rating was obtained by 23 of the 43 students.

b. We have made some significant changes in the schedule for the next I.O. course, reflecting the need for more comprehensive DD/P coverage. [REDACTED] has been extremely cooperative in offering suggestions for speakers and coverage in the [REDACTED] and War Planning areas. We plan to make greater use of both Headquarters and Operations School people in this phase of the course.

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c. We are very pleased to have [REDACTED] assisting us again in our I.O. preparations. She has already completed the contacting of speakers for our next course. As of this date 22 students are enrolled for the course beginning 1 March.

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2. JOT Orientation

Preparations are already in progress for this course which begins 22 March. We plan a somewhat greater coverage of the DDS area, since a sizeable number of this group will be going into the support services.

3. Special NPIC Course

W Arrangements have been completed with [REDACTED] to present a streamlined I.O. course in the NPIC auditorium beginning 29 March. The course will be held Mondays, Wednesdays and Fridays from 0900-1230 over a two-week period. We plan to draw exclusively upon OTR personnel for this undertaking. Approximately 40 NPIC professionals will be enrolled.

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4. Lecture at Ft. Devens, Massachusetts

At the invitation of [REDACTED] pre-
sented a lecture on "The Central Intelligence Agency"
to students and instructors in the U.S. Army Security
Agency Officer Career Course at Ft. Devens on 11 Feb-
ruary. Between 50 and 60 officers attended. This was
a repeat of a similar experience three years ago and
just as enjoyable. This is a highly sophisticated
group of officers, many of whom have worked in NSA-ASA
activities at Ft. Meade, Arlington Hall, and abroad. In
the lecture, policy-intelligence relationships, head-
quarters vs. field functions, and USIB activities were
stressed. The question period was spirited, an extremely
friendly atmosphere prevailed, and there was no evidence
of anti-Agency sentiment.

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The trip was topped off by a fine luncheon and
receipt of a framed certificate making the speaker an
honorary member of "The Order of the Sphinx", apparently
an honor bestowed upon guest speakers who have appeared
more than once.

5. Headquarters Briefings

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On 8 February [REDACTED] presented the CIA Intro-
duction to 23 new Agency personnel at Langley.

On 9 February he presented the CIA Review to 29
DDP returnees.

6. Staff Participation in Briefing Course

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On 1 February [REDACTED] presented a one-hour lec-
ture and demonstration on audio-visual aids in Dr.

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[REDACTED] Briefing Course for Senior Officials. The pre-
sentation was attended by 9 senior officials and was well
received.

7. Other Activities

a. A revision of our NSCID staff paper has been com-
pleted, and the new version will be used in both the
March I.O. and JOT courses.

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b. Everyone on this staff has reread Regulation [REDACTED]
concerning "Release of Agency Information to Public
Information Media or Representatives Thereof".

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Memorandum

TO : Chief/Intelligence School

DATE: 15 February 1965

FROM : Chief/Management Training Faculty

SUBJECT: Biweekly Activities Report No. 4
1 - 12 February 1965

SUPERVISION #85

Supervision #85 terminated on 5 February. The unusual seating arrangement did not have an adverse effect on the class; in fact, it may well have promoted an informal atmosphere and interpersonal exchange among the students. The students appeared to benefit from the course. A considerable number of them said in their critiques that they would like to have had a two-week's course.

EXECUTIVE SEMINAR

The Seminar went according to schedule, and, in the minds of MTF, it was successful. We are working on a critique form which will soon be forwarded to all participants.

PILOT PROJECT

W Set I of the pre-work has been sent to 86 members of the Office of Finance and to four other participants in the Pilot Project. Most of the work on this material has been completed, and Set II has been forwarded to almost all participants.

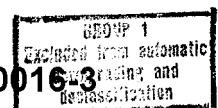
25X1A CONTRACT [REDACTED]

25X1A We hope to finalize our contract with [REDACTED] this week.

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Approved For Release 2000/06/06 : CIA-RDP78-06096A000100010016-3

Memorandum

TO : Chief, Intelligence School

DATE: 15 February 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Bi-Weekly Activities Report No. 4
1 February - 12 February 1965

- 25X1A 1. [REDACTED] gave a four-hour presentation on
25X1A photo interpretation to the students in the Basic [REDACTED] 25X1A
25X1A [REDACTED] Course at [REDACTED] on 12 February. This group
of students was a very interesting and challenging one
because of the range in their backgrounds, consisting of
students from GS-4 through GS-12 with about half the stu-
dents being JOTs. With this wide range, it is more dif-
ficult to obtain a common level and beginning point for
the instruction. The application of aerial photography
and photo interpretation to [REDACTED] should
25X1A be an important and very useful one. [REDACTED] sug-
25X1A gests he meet with the [REDACTED] Faculty to further discuss the
25X1A photo interpretation training in the Basic [REDACTED]
25X1A Course and the possible use of aerial photography in one
of the field training exercises.
- 25X1A 2. [REDACTED] asked [REDACTED] to give a talk to 25X1A
the new DIS Advanced Intelligence Course on the subject
of research techniques and methods focussed specifically
on the course research project that the students are to
prepare. As preparatory reading the unclassified version
of our Research Facilities and Techniques text, which deals
with research planning, will be handed out.
- 25X1A 3. [REDACTED] attended a briefing on Project Chive
given by OCR on Thursday. Those attending the briefing
will participate in tests of the Chive system, which at
this time incorporates material only on China.
- 25X1A 4. On Wednesday, [REDACTED] gave a one-hour talk on
the strategic intelligence process at the Career Officers'
Course at Fort Holabird.
- 25X1A 5. On Monday [REDACTED] gave a lecture on fuel
and electric power resources and [REDACTED] lectured on 25X1A
mineral production for the NPIC course in Geography of
China. On Friday [REDACTED] will lecture on transpor-
25X1A tation and telecommunications, and [REDACTED] on agri- 25X1A
culture.

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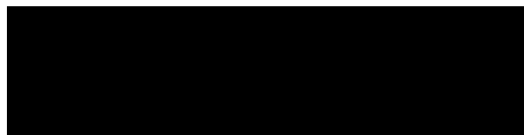


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PAGE TWO - BI-WEEKLY ACTIVITIES REPORT NO. 4

6. With each running of the Intelligence Techniques Course the JOTs seem to find new facts of life to add to their stores of worldly knowledge. ITC #26 which ended on 12 February was no exception. The schedule for the morning of the last day of the course called for handing in the written version of the research topic. The oral presentation was scheduled to follow later in the morning. One economy-minded student misread the schedule and planned to use his written draft as notes for the oral presentation. Upon learning that the written draft was due before the beginning of the briefings, the JOT dashed out of the section room to get the report duplicated. A few moments later he returned to class and in an impressed but baffled manner reported to his class that "the Xerox machine is not in the Ladies' Room."



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GROUP 1
Excluded from automatic
downgrading and
declassification

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Memorandum **CONFIDENTIAL**

TO : Chief, Intelligence School

DATE: 12 February 1965

FROM : Chief, Clerical Training

SUBJECT: Bi-Weekly Activities Report, No. 4
1 - 12 February 1965

1. Number in Clerical Induction Training:

25 - 29 January 1965

1 - 5 February 1965

58 trainees in classes

43 trainees in classes

19 of these entered classes
for the first time

10 of these entered classes
for the first time

2. Number in Clerical Orientation Training:

25 - 29 January 1965

1 - 5 February 1965

9 trainees

18 trainees

3. Results of Official Agency Testing Administered in
Clerical Induction to Entrance-On-Duty Employees:

25 - 29 January 1965

Typewriting
Shorthand

Tested

Passed

10

4

4

0

1 - 5 February 1965

Typewriting
Shorthand

Tested

Passed

26

9

9

1

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Bi-Weekly Activities Report, No. 4
1 - 12 February 1965

4. Results of Official Agency Testing Administered to Applicants:

25 - 29 January 1965

	<u>Tested</u>	<u>Passed</u>
SET	25	
Typewriting	14	1
Shorthand	4	0
Card Punch Operator		
Aptitude Test	2	

1 - 5 February 1965

	<u>Tested</u>	<u>Passed</u>
SET	33	
Typewriting	14	3
Shorthand	3	0
Card Punch Operator		
Aptitude Test	0	

5. Results of Official Agency Testing Administered by Clerical Refresher:

8 - 9 February 1965

	<u>Tested</u>	<u>Passed</u>
Typewriting	14	0
Shorthand	13	3

6. Clerical Refresher Program 144 Completed on 5 February 1965: In this Refresher Training Program, students were enrolled from the following components: DDP, 4; DDS, 3; DDS&T, 1; the total number of students was 8. Two members of the Advanced Shorthand Dictation class met Agency qualifications, but both girls had met qualifications prior to taking this class.

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Bi-Weekly Activities Report, No. 4
1 - 12 February 1965

25X1A

7. Card-Punch Training Plans: On 8 February 1965 [REDACTED] Office of Computer Services, met with members of the Clerical Training Faculty to discuss card-punch training plans. Initial guidelines were established in regard to minimum typewriting standards, possible length of the course, and numbers to be trained. These requirements will be reviewed after we have had experience in this type of training. Two Faculty members are familiar with the operation of the card-punch machines and the Perceptoscope. It is not possible for this staff to begin the actual training at this time. When an instructor is hired to fill the existing staff vacancy, then we shall endeavor to begin a regular program of this specialized training.

[REDACTED]

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Approved For Release 2000/06/06 : CIA-RDP78-06096A000100010016-3

UNITED STATES GOVERNMENT

CONFIDENTIAL*Memorandum*

TO : Director of Training

DATE: 2 February 1965

FROM : Chief, Intelligence School

SUBJECT: Bi-Weekly Activities Report No. 4
19 - 1 February 1965

1. On 21 January Chief IS lectured to the Senior Foreign Officers Course at the Army Intelligence School at Fort Holabird on the subject of "Strategic Intelligence." The officers in the group represented Korea, Taiwan, and several southeast Asian countries.

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2. On 25 January Chief IS gave the brief introductory talk to the members of the Special Briefing Techniques Course being given by [REDACTED] in Headquarters Building.

3. On 25 January Chief IS gave a one-hour briefing in the Introduction to Intelligence Course in Room 803. The subject of the briefing was "The History of U.S. Intelligence."

4. On 25 January Chief IS gave a one-hour briefing on "Intelligence Briefing" to the JOT's in the Intelligence Techniques class meeting in Room 503.

5. On 27 January Chief IS gave a one-hour briefing on "Intelligence Writing" to the JOT's in the Intelligence Techniques class. The questions following the briefing were unusually perceptive, and they came from a considerable number of students -- not, as so often happens, from one or two individuals.

25X1A

6. On 27 January Chief IS met with [REDACTED] and [REDACTED] to discuss the proposal for a revision of the "Dependents Briefing." Agreement on the details of the proposal was reached, and [REDACTED] was to prepare a written recommendation to go to C/PPS, TRD/DDP, and DTR. As of 1015 on 2 February that paper was in the mail on the way to 1000 Glebe.

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7. On 29 January at the Intelligence School Staff meeting, [REDACTED] briefed the other faculty chiefs on the function of [REDACTED] in the Briefing Officer's program, and [REDACTED] briefed the Faculty Chiefs on developments in the Management Grid program.

25X1A

DOCUMENT NO.

NO CHANGE IN CLASS. ☐☐ DECLASSIFIEDCLASS. CHANGED TO: TS S *2*

NEXT REVIEW DATE:

25X1A

Approved For Release 2000/06/06 : CIA-RDP78-06096A000100010016-3

DATE: 26-7-82 REVIEWER: [REDACTED]